

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

February 2007 - April 30, 2007

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

Today's Date  
County  
Contract Organization Name

15-May-07  
Converse  
Solutions For Life

Your Name  
Your Mailing Address  
City, State, Zip  
Your Work Phone Number  
Fax  
Your Work Email Address

Jane Osborne  
1701 Hamilton Street  
Douglas, Wyoming 82633  
358-2940  
358-2737  
[josborne@ccsd1.k12.wy.us](mailto:josborne@ccsd1.k12.wy.us)

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	1-Feb-07	Jane Osborne, County PF Coordinator Anna Grilley, Glenrock Needs Assessment
2	Supervise SPF staff/staff evaluation (note dates and any notes)				3/8/2007, 4/5/2007, 5/8/2007
3	Name, title, and phone number of the staff's supervisor				Peggy Wiley, SFL Director 358-2846
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		0%		NO
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)			March 5-6, 2007 & May 2, 2007	SPF/WFLI Kickoff "Taking A Closer Look" & Governor's Council Conference on Impaired Driving Jane Osborne 3 days salary, mileage, \$222
				March 5-6, 2007	SPF/WFLI Kickoff "Taking A Closer Look" Anna Grilley - 2 days salary, mileage, \$164
6	Notify the Division of any board of directors/staffing changes			Jan-Apr 2007	SFL Board Change - New Board Member: Becky Freeman, Lusk Resignations: Dean Pischel, Lusk and Kirk Hughes, Glenrock
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC		100%	Apr-07	Agreement signed and submitted to WYSAC
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	Mar 5-6, 2007	Jane Osborne, Anna Grilley were attendees
2	Needs Assessment Instrument Received	Feb or March 2007	100%	Mar 5-6, 2007	
3	Data Collection		85%	30-Apr-07	Complete except for Wysac data to be returned May 15
4	Data Analysis		15%	30-Apr-07	Meetings to be scheduled
5	Priorities Identified		15%	30-Apr-07	To be determined at community meetings
6	Needs Assessment Sent to SAD	1-Jun-07	0%		
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	0%		
	Revise Needs Assess/Submit Final		0%		
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities			30-Apr-07	Monthly Meetings, Data Collection, Resource Assessment
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>			Nov 2006 - Apr 2007	DOUGLAS HRC Jan 9: 21 Attendees, Feb 13: 17 Attendees, Mar 13: 13 Attendees, Apr 10: 10 Attendees GLENROCK HRC Jan 17: 12 Attendees, Feb 21: 9 Attendees, Mar 21: 9 Attendees, Apr 18: 14 Attendees

3	Budget and Funding Approved by CAC ( <i>attach minutes</i> )			8-May-07	See Attachment HRC Meeting
4	Community Resource Assessment note date and attach report	15-Jun-07	50%	30-Apr-07	To be submitted June 15, 2007
5	Present Findings/Process to Community		25%		Process presented, findings to be presented after May 15th
6	(Optional) local SAPST and/or CADCA Training for SAC/Community		0%		Planning regional meeting to educate legislatures regarding needs assessment data and priorities
7	Briefly describe how the community was involved in the SPF process during this reporting period				HRC ( Human Resource Council) members were given a monthly reports (Nov-April) on Prevention Framework grant activities. (1) Needs assessment orientation, (2) Helped with data collection, and (3) Resource assessment, (4) Attendance at other community meetings to promote the Converse County Prevention Framework grant goals.
8	Other CAC/Infrastructure				HRC subcommittee developed to promote prevention in the county with awareness campaigns and prevention activities.

**D Strategic Planning Activity**

	Attend Strategic Planning Training	Jul-07	0%		
	Receive Strategic Planning Materials from SAD		0%		
	Research Evidence Based Strategies		0%		
	Match Strategies to Data/Needs		0%		
	Write Strategic Plan		0%		
	Submit Strategic Plan to SAD		0%		
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	0%		
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>E</b>	<b>Implementation (only with SAD approval)</b>		0%		

**F Deliverables and Assurances Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/15/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/8/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	30-Mar-07	
8	Provide any other evaluation information		0%		
9	Submit any requested data	30-Apr-07	100%	24-Apr-07	Preliminary data for processing to be returned May 15
10	Obtain Chapter 16 Prevention Certification		100%		SFL
11	On-Site evaluations or reviews		0%		Scheduled for May 11, 2007 9am
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)	30-May-07	50%	March 28,29, 2007	Douglas Budget and Glenrock Independent, copies has previously been submitted to state

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>G</b>	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				None
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media				Purchased HBO Addiction Videos for public and school libraries, SFL as per approval by state mgmt team

3	Please note any <b>significant</b> changes from the budget submitted in the application.				None
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				(1)Converse County residents notified via newspaper advertisement and agency meetings that county received Prevention Framework grant. (2) Data collection spread sheets for county have been designed and currently technical assistance is being utilized to create a secure entry system on the SFL website. Agencies will be able to post data monthly via a password and review all county data.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				None
6	Please briefly list any significant changes or information related to this grant				None
7	Please provide input and recommendations about technical assistance provided by SAD and SAD contractors				Thus far communication is excellent and questions are being addressed via phone conference or email in a timely manner. The "kick off" meeting was informative and helpful.

#### COMMUNITY ADVISORY COUNCIL

	Member's Name	Date first joined	Number of meetings attended (total to date)	Please note if this is a representative of the sectors listed on page 6 of the application instructions.	Agency or Constituency Represented
	<b>Please note: Attendance reported starting November 2006</b>				
	Bob Shinmori, Douglas	Previous	5	YES	Human Resource Council Chairperson
	Trisha Hyatt, Glenrock	Previous	6	YES	Human Resource Council Chairperson
	Lori Emmert or representative	Previous	4	YES	Douglas Police Department
	Mike Colling or representative	Previous	1	YES	Glenrock Police Department
	Dan Espeland or representative	Previous	4	YES	Converse County School District #1 Superintendant
	Kirk Hughes or representative	Previous	1	YES	Converse County School District #2 Superintendant
	Sharon Kilmer	Previous	4	YES	Public Health Douglas
	Pat Reiter	Previous	6	YES	Public Health Glenrock
	Chesie Lee	Previous	6	YES	Converse County Coalition Against Violence
	Linda Alley	Previous	4	YES	Wyoming Workforce Services
	Barbara Davis	Previous	6	YES	Department of Family Services - Converse County
	Troy Lake	Mar-06	1	YES	Douglas High School - Safe & Drug Free Schools
	Teri Griffin	Previous	4	YES	Converse County School Board Trustee
	Linda Wolfe	Previous	5	YES	CANDO
	Kathy Matson	Previous	4	YES	Douglas Senior Center
	Patty Fenner	Previous	2	YES	Glenrock Senior Center
	Annette Hilyard	Previous	6	YES	Douglas Police Department Administrative Rep
	Gayle Ulibarri	Previous	6	YES	Wyoming Child & Family Center
	Marge Wilson	Previous	2	YES	Memorial Hospital - Wellness
	Betty Robertson	Previous	5	YES	Eastern Wyoming College-Literacy Volunteers
	Carolyn White	Previous	4	YES	Volunteer Program
	Penny Martinez	Previous	0	YES	Probation and Parole
	Linda Epperly	Previous	6	YES	Converse County School District #2 Nurse
	Melanie Collins	Previous	6	YES	Glenrock Health Clinic Administrator
	Larry & Elaine Crummer	Previous	5	YES	Citizen Advocates
	Karen Hopkins	Previous	4	YES	County Library - Douglas Director
	Mary Alice Hand	Previous	5	YES	Board of Directors - Glenrock Boy's & Girl's Club
	Patricia Hiatt	Previous	6	YES	Glenrock Early Childhood Center
	Marie Yahnle	Previous	3	YES	Jubilee House
	Cindy Hale	Previous	5	YES	Glenrock THNNC
	Gale Knight	Previous	3	YES	Wyoming Child & Family Center
	Kerry Steward	Jan-07	2	NO	Centsible Nutrition
	Sean Phillips	Previous	6	NO	Tobacco Prevention - SFL
	Dave Pearson	Previous	3	YES	Treatment Provider
	Paul Piddle	Previous	1	YES	County Library - Glenrock Director
	Kim Gedrose	Previous	5	YES	Coalition Against Violence - Glenrock